

Pre-License / Certificate Inspection

childcarelicensing.utah.gov

Applicant / Provider Name						Telephone #	
Address						Telephone #	
Email Address							
Approved Capacity		Family License				Residential Certificate	
TYPE OF INSPECTION	DATE	START TIME	AM / PM	END TIME	AM / PM	LICENSING SPECIALIST(S)	
Pre-License/Certificate Inspection							
Notes:							
		Check in database before inspection					
		Previous Notes				Background screenings	
		DAS				Floor Plans	
		Is Affidavit Required?				Other (Sticky Notes)	
Introductory Items							
	Introduce any unknown Bureau staff to the Applicant.						
	Give the Applicant a brief explanation of the inspection process including assessing vehicle if used for transportation.						
	Ask the Applicant(s) if they want you to tell them about all noncompliance areas as you conduct the walk-through or wait until the end of the inspection. Explain that no findings will be issued during this inspection, but any non-compliance items will need to be corrected and verified before any license/certificate is issued.						
YES NO	Ask. Is the home subdivided, are parts of the home rented, or is the outdoor area shared? If yes: review the signed lease agreement and verify that there is a separate mailing address, a separate entrance and that there are no connecting interior doorways. If any of these requirements are not met, explain what areas of the home will be inspected and check to make sure required background screening forms have been submitted for all required individuals.						
After The Inspection							
	Review the inspection types and complaint process and explain the difference between Technical Assistance and Cited Findings .						
	If not already submitted, review and sign Affidavits of Lawful Presence in the United States forms and bring the form and copies of required documents back to the regional office.						
	Sex Offender Registry Reviewed: Review the photos from the Sex Offender Registry with applicant to confirm that individuals on registry will not have access to children in care.						
SIGNATURES							
	# Of Items Found Out Of Compliance During Inspection:	Name Of Applicant Informed Of This Inspection:				Applicant Signature:	
Pre-License							
We will email you this inspection report after the inspection is completed. All non-compliance items will need to be corrected and verified before any license/certificate is issued.							

INSPECTION INTERVIEW QUESTIONS		RULE #	C	NC	NA
Personnel and Administration					
1.	Will you and all your caregivers and substitutes be at least 18 years of age?	90/50-7(1)			
2.	LICENSED ONLY. Will you employ and 16 or 17 year old assistant caregivers? If yes: Will they always work under the immediate supervision of a caregiver who is at least 18 years old? Will assistant caregivers ever be left alone with the children at the home or at any off site activity?	90-7(2)			
3.	How will you supervise the children when you are inside the house? Will you use more than one level of your home for child care? If yes: How will you supervise children when they are on a different level?	90/50-11(1)(a)			
4.	How will you supervise the children when they are outside the house? What will you do when a child is sleeping during outdoor play time?	90/50-11(1)(b)			
5.	Will you present at the home at least 50% of the time when any child is in care?	90/50-8(6)			
6.	How and when will you notify parents of children's accidents and injuries?	90-13(5)-(6) 50-13(5)			
7.	What will you do in the case of a life threatening injury to a child?	90-13(7); 50-13(6); 50-10(3)(a)			
8.	What will you do if a child is injured and the injury appears serious but not life threatening?	90-13(8); 50-13(7); 50-10(3)(a)			
9.	Will you notify the Department within 24 hours and send a written report within 5 working days if there is ever a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? (Using the licensing portal to report injuries and accidents will comply with both licensing rules.)	90/50-8(8)			
10.	Are you aware of any caregivers or anyone age 12 or older living in your home having been arrested, charged, or convicted of a felony or misdemeanor?	6-4(9)			
11.	Are you aware of any caregivers or anyone age 12 or older living in your home having been investigated with a supported finding of abuse by the Department of Human Services?	6-6(4)			
12.	Are you aware of any caregivers or anyone living in your home having been placed on the Sex Offender Registry?				
13.	While children are in your care, will the children's parents have access to those areas of your home and the outdoor play area that will be used for child care?	90/50-13(2)			
14.	Will you ensure information in any child's file is not released without written parental permission?	90/50-9(5)			
15.	Will you use a daily attendance record?	90/50-13(3)			
16.	What will be your procedure if an unknown person comes to pick up a child in your care?	90/50-13(4)			
17.	How will you do to keep alcohol, illegal substances, and sexually explicit materials off your premises and out of vehicles used to transport children, while children are in care? How will you ensure that tobacco is not used within 25 feet of any entrance or area where a child in care plays?	90/50-14(3) 90/50-14(4)			
18.	What will you do, and train staff to do, if you suspect a child has been abused or neglected?	90-8(11)(a) 90/50-14(2) 50-8(9)(a)			
19.	How will you discipline children who misbehave?	90-8(11)(c) 50-8(9)(c) 90-19(4)(a)-(f) 50-19(3)(a)-(f)			
20.	Will you ever allow children in your care to use a wading or swimming pool? If yes: will you get parental permission before allowing each child to use the pool?	90/50-12(9)(d) 90/50-12(10)(g)			
Compliance Notes					

INSPECTION INTERVIEW QUESTIONS		RULE #	C	NC	NA
Meals and Snacks					
21.	Do high chairs have T-safety straps or devices, and will they be used whenever a child is in the chair?	90/50-12(8)			
22.	Will children be offered a meal or snack at least once every three hours?	90/50-15(2)			
23.	Will each infant and toddler be allowed to eat on their own schedule? (N/A if applicant won't have infants or toddlers.)	90/50-24(13)			
24.	Will children's food be served on dishes, napkins, or sanitary high chair trays, except for individual serving size items placed directly in the children's hands?	90/50-15(3)			
25.	Will food and drink brought in for an individual child's use be labeled with the child's name or another unique identifier and refrigerated if needed?	90/50-15(4)			
26.	Will you ever prop infant's bottles? (N/A if applicant won't have infants or toddlers.)	90/50-24(1)			
27.	Will you clean and sanitize high chair trays prior to each use? (N/A if applicant won't have infants or toddlers.)	90/50-24(2)			
28.	Will you cut solid foods for infants into pieces no larger than 1/4" in diameter and solid foods for toddlers into pieces no larger than 1/2" in diameter? (N/A if applicant won't have infants or toddlers.)	90/50-24(3)			
When there is more than one infant or toddler: (N/A if applicant won't have infants or toddlers.)					
29.	Will you ensure baby food, formula, and breast milk that is brought from home is labeled with the child's name or has another unique identifier?	90/50-24(4)			
30.	Will you ensure pacifiers and bottles are labeled with the child's name or have another unique identifier, or else washed and sanitized after each individual use and before use by another child?	90/50-24(8) (a)-(b)			
When baby food, formula, or breast milk is brought from home: (N/A if applicant won't have infants or toddlers.)					
31.	Will you ensure it is refrigerated if needed?	90/50-24(5)(a)			
32.	Will you ensure it is discarded within 24 hours of preparation or opening?	90/50-24(5)(b)			
33.	Will you ensure formula, milk, and breast milk is discarded after each feeding or within 2 hours of initiating a feeding?	90/50-24(6)			
34.	Will you ensure heated bottles are shaken and tested for temperature before children are fed?	90/50-24(7)			
Napping					
35.	LICENSED ONLY. Will children have a daily opportunity for rest or sleep in a quiet area?	90-18(1)			
36.	LICENSED ONLY. How long will you schedule nap times for children?	90-18(2)			
37.	LICENSED ONLY. Will sleeping equipment, sleeping bags, pillows, sheets and blankets be clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, will they be cleaned and sanitized prior to each use?	90-18(3)(b)-(c)			
38.	Will sleep equipment ever be placed where it blocks an exit?	90-18(5); 50-18(1)			
39.	Will infants who are napping in care be monitored in one of these ways: (N/A if applicant won't have infants) <ul style="list-style-type: none"> by placing sleeping infants within sight and hearing of a provider by checking on sleeping infants at least once every 15 minutes? 	90/50-11(1)(c)			
40.	Will you ensure that infants are never placed on their stomachs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? (N/A if the applicant won't have infants.)	90/50-24(12)			
41.	Will each infant and toddler in care be allowed to follow his or her own pattern of sleeping?	90/50-24(13)			
Compliance Notes					

INSPECTION INTERVIEW QUESTIONS		RULE #	C	NC	NA
Staff Supervision (N/A if applicant does not employ additional caregivers or substitutes who work 10 hours a week or more, as averaged over a 3 month period.)					
42.	Will you employ any caregivers or substitutes? If yes: How will you train and supervise staff and/or substitutes to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	90-8(11)(c) 50-8(9)(c)			
43.	What will staff, and/or substitutes, be trained to do when children misbehave?	90-8(11)(a) 50-8(9)(a)			
44.	How will you ensure that your staff and/or substitutes comply with this training when children misbehave?	90-8(11)(a) 50-8(9)(a)			
Animals					
45.	Will children ever be allowed to handle reptiles or amphibians, including on field trips?	90/50-22(6)			
46.	Are there any animals on your property? If no: N/A for this item. If yes: Who will clean the animals and their equipment? (Children in care may not do this.)	90/50-22(4)			
Off-Site Activities – (N/A if applicant will not take children on off-site activities.)					
47.	Will you ever take children on off-site activities or walking field trips? If yes: will you always accompany the children when they go on off-site activities?	90/50-20(3)(b)			
48.	Will you get parental permission before taking children on an off-site activity?	90/50-20(3)(a)			
49.	Will you take children's admission forms (or a copy) containing emergency contact information with you on any off-site activities? (This includes walking field trips, transporting children and walking children to and from school.) Only emergency contact information is required for RC providers.	90/50-20(3)(b) 90-21(3)(b) 50-21(2)(b)			
50.	Will you maintain required applicant to child ratios and direct supervision during the activity?	90/50-20(3)			
51.	Will at least one applicant present have current approved first aid and CPR certification?	90/50-20(3)(d)			
52.	Will you ensure each applicant, volunteer, and child has a way to wash his or her hands?	90/50-20(3)(e)			
53.	Will you offer off-site swimming activities? If yes: will you remain with the children and not count lifeguards and pool personnel in the applicant to child ratio?	90/50-20(4)			
Transportation – (N/A if the Licensee or Certificate holder does not transport children.)					
♦ (Ask) Do you now, or will you in the coming year, transport children in care?					
54.	Will the temperature in the vehicle always between 60-90 degrees when children are being transported?	90/50-21(1)(e)			
55.	LICENSED ONLY. Will at least one adult in each vehicle transporting children have current first aid and CPR certification?	90-21(2)			
56.	Will each driver have a valid, current Utah driver's license?	90-21(3)(a) 50-21(2)(a)			
57.	Will all children be seated and restrained properly with appropriate seat belts or in car seats when being transported?	90-21(3) (c)(e) 50-21(2)(c)(e)			
58.	Will you ensure that children are never left unattended in the vehicle?	90-21(3)(d) 50-21(2)(d)			
59.	Will the keys always removed from the ignition when the driver is not in the driver's seat?	90-21(3)(f) 50-21(2)(f)			
60.	Will the vehicle always locked during transport?	90-21(3)(g) 50-21(2)(g)			
Compliance Notes					

INSPECTION INTERVIEW QUESTIONS		RULE #	C	NC	NA
Infection Control					
61.	How will you ensure that children and providers wash their hands with soap and running water at the required times? (Before and after food preparation and eating/feeding times, after toileting and diapering, after contact w/body fluids, when coming in from outdoors, before administering medication, and before playing at water tables.)	90/50-16(1) (a)-(h) 90/50-16(2) (a)-(d)			
62.	Will your procedures for cleaning up blood, urine, feces, and vomit include the following precautions? <ul style="list-style-type: none"> The person cleaning up the substance will wear waterproof gloves. The surface will be cleaned using a detergent solution The surface will be rinsed with clean water The surface will be sanitized If disposable materials such as paper towels or other absorbent materials are used to clean up the body fluid, they will be disposed of in a leak proof plastic bag If non-disposable materials, such as a cleaning cloth, mop, or re-usable rubber gloves are used to clean up the body fluid, they will be washed and sanitized before reuse The person cleaning up the fluid will wash his or her hands after cleaning up the body fluid 	90-16(15); 50-16(13)			
63.	Will you ensure that all washable toys and materials are cleaned and sanitized after each 5 days of use or more often if needed? (RC will clean and sanitize as needed.)	90-16(8); 50-16(7)			
64.	Will you supply or use personal hygiene items such as toothbrushes, and/or hair accessories, combs, and brushes for children in care? If yes: will these items be sanitized between each use (if used by more than one child), or stored so they do not touch each other?	90-16(7) 50-16(6)			
65.	Will the children in your care use water play tables or tubs? If yes: will the tub or table washed and sanitized after use, and will children wash their hands before using it?	90-16(10) 50-16(9)			
66.	Will you change each child's clothing promptly if the child has a toileting accident?	90-16(12); 50-16(11)			
67.	LICENSED ONLY. If a child's clothing becomes wet or soiled from any bodily fluid, will you ensure the clothing is washed and dried or the clothing is placed in a leak proof container that is labeled with the child's name and returned to the parent?	90-16(16)			
68.	Will any children in your care use potty chairs? If yes: will they cleaned and sanitized after each use? (This includes the provider's own children while other children are in care.)	90-16(14) 50-16(12)			
69.	Will you separate any child with an infectious disease from other children in care in a safe, supervised location?	90-16(16); 50-16(14)			
70.	If any child becomes ill after arrival, will you inform the parent as soon as the illness is observed or suspected?	90-16(17); 50-16(15)			
71.	On the day it is discovered, will you inform the parents of every child in care when any person in the home or any child in care has an infectious disease or parasite?	90-16(18); 50-16(16)			
Diapering – (N/A if the Licensee or Certificate holder does not accept diapered children.)					
72.	Will you ever diaper children in food preparation or eating areas?	90/50-23(1)			
73.	Will children be diapered directly on the floor, or on any surface that is also used for another purpose?	90/50-23(2)			
74.	Will the diapering surface smooth, waterproof, and in good repair?	90/50-23(3)			
75.	Will children's diapers be changed promptly whenever wet or soiled, and checked at least once every two hours?	90-23(9); 50-23(7)			
76.	Will soiled diapers be placed in a container with a plastic lining and a tight fitting lid or directly in an outdoor garbage container that has a tightly fitting lid or is inaccessible to children? LICENSED ONLY. Where will you place wet and soiled diapers? If you place them in an indoor container, how often will the container be cleaned and sanitized? (Must be daily.)	90/50-23(6) 90-23(7)			
Compliance Notes					

INSPECTION INTERVIEW QUESTIONS		RULE #	C	NC	NA
	77. Will the diapering surface be cleaned and sanitized after each diaper change or will a non-permeable disposable diapering surface, which is thrown away after each diaper change, be used?	90/50-23(4)			
	78. What will you use to sanitize the diapering surface? If bleach water is used, how often will you mix new bleach water? (Bleach water is no longer potent enough to sanitize after 24 hours.)	90/50-23(4)			
	79. Will providers' hands be washed after each diaper change?	90/50-23(5)			
	80. ♦ (Ask.) LICENSED ONLY. Will you use cloth diapers? If so, will they be rinsed at the home? (N/A if cloth diapers will not be used.)	90-23(8)(a)			
Infant and Toddler Care – (N/A if the Licensee or Certificate holder does not accept infants or toddlers.)					
	81. What will do you do if an infant or toddler is hungry or tired and it is not a regular meal or nap time?	90/50-24(13)			
	82. Will you respond as promptly as possible to infants and toddlers who are in emotional distress (due to hunger, fatigue, wet or soiled diapers, fear, teething, or illness)?	90/50-24(16)			
	83. Will all infants and toddlers who are awake receive positive physical and verbal interaction with a caregiver at least once every 20 minutes?	90/50-24(17)			
	84. Will any infant or toddler who is awake be confined for more than 30 minutes in one piece of equipment (such as swings, high chairs, cribs, play pens, etc.)?	90/50-24(18)			
	85. Will mobile infants and toddlers have freedom of movement in a safe area?	90/50-24(19)			
	86. How often will all toys used by infants and toddlers be cleaned and sanitized? Will toys used by infants and toddlers be cleaned and sanitized after a child mouths them? (Must be at least weekly and after being put in a child's mouth or being contaminated by body fluids.)	90/50-24(21)(a)-(c)			
Medications – Medications do not include topical antiseptic cream or ointment, diaper cream, sunscreen, baby powder, teething gel or tablets, lotion, Simethicone gas drops or pills, saline only drops or spray, or hydro-cortisone cream unless any of these are prescription strength. Over-the-counter medications do include vitamins and herbal supplements, because these can be harmful if an overdose is taken.					
	87. Where will you keep prescription and over-the-counter medications, including vitamins and herbal supplements?	90-17(3); 50-17(2)			
	88. How will you store refrigerated medications?	90-17(3); 50-17(2)			
	89. LICENSED ONLY. Will someone trained in the administration of medications administer medications to children in care? (N/A if medications will not be administered to children in care.)	90-17(1)			
	90. Will the person administering medication do the following? (N/A if medications will not be administered to children in care.) <ul style="list-style-type: none">Wash his or her handsIf the parent supplies the medication, check the medication label to confirm the child's nameIf the parent supplies the medication, compare the instructions on the parent release form with the directions on the prescription label or product package to ensure a child is not given a dosage larger than the recommended by the health care provider or the manufacturerIf you supply the medication, check the product package to ensure a child is not given a dosage larger than that recommended by the manufacturerAdminister the medication	90-17(6); 50-17(5)			
	91. Will all over-the-counter and prescription medications be: <ul style="list-style-type: none">Labeled with the child's name if brought in by a parent (if not purchased by the provider for all children)?Kept in the original or pharmacy container?Have the original label?Have child-safety caps?	90-17(2)(a)-(d) 50-17(1)(a)-(d)			
	92. Will you ensure the medication that is not brought in by a parent for his or her child's use is not administered to any child without written parental consent?	90-17(5) 50-17(4)			
Compliance Notes					

INSPECTION INTERVIEW QUESTIONS		RULE #	C	NC	NA
Daily Schedule and Activity Plan					
93.	What will be your activity plan for the children?	90/50-20(1)			
94.	Where are the materials necessary to carry out the activities?	90/50-20(2)			
Posted Items					
95.	Will the Department's child care guide be placed where parents can review it or will you give one to every parent?	90/50-13(1)			
96.	Where will you post your license or certificate so parents can see it as they come and go?	1-6(3)			
97.	Will the current week's menu be available for parent review?	90/50-15(1)(b)			
98.	LICENSED ONLY. Will you be on the Food Program? If not, what menu will you use? (N/A for RC.)	90-15(1)(b)			
99.	LICENSED ONLY. If not participating in the Food Program, will the applicant keep a one week record of food served?	90-15(1)(b)-(c)			
100.	Is there a working telephone in the home? If your telephone number changes, will you notify (within 48 hours) the parents of each child in care and the Department of the change?	90/50-8(7)			
101.	Will you have emergency numbers and the home's address posted in a conspicuous place?	90/50-10(1)			
Wading and Swimming Pools – (N/A if there are no swimming pools on the premises and wading pools will not be used.)					
102.	Will there always be a caregiver at the pool supervising children whenever there is water in the pool (for wading pools), or whenever any child in care has access to the pool (for swimming pools)?	90/50-12(10)(a) 90/50-12(9)(a)			
103.	Will diapered children always wear swim diapers and rubber pants while in the pool?	90/50-12(9)(b) 90/50-12(10)(b)			
104.	Will wading pools be emptied and sanitized after each use?	90/50-12(9)(c)			
105.	Will you obtain parental permission before children use pools?	90/50-12(9)(d)			
Emergency and Disaster Plan (FOR Residential Certificate Holders ONLY) (A written Emergency & Disaster Plan is required for licensed providers.)					
106.	What will be your procedure for responding to a fire?	50-10(3)(b)			
107.	What will be your procedure for responding to an earthquake?	50-10(3)(b)			
108.	What will be your procedure for responding to a flood, including a water main break?	50-10(3)(b)			
109.	What will be your procedure for responding to a power failure? (No lighting, heat, air conditioning, etc.)	50-10(3)(b)			
110.	What will be your procedure for responding to a water failure? (No water to wash hands, prepare bottles, etc.)	50-10(3)(b)			
111.	In an emergency, where and how would you shut off your gas?	50-10(3)(c)			
112.	In an emergency, where and how would you shut off your electricity?	50-10(3)(c)			
113.	In an emergency, where and how would you shut off your water?	50-10(3)(c)			
114.	What will be your procedure if a child is missing?	50-10(3)(d)			
115.	Do you have the name and phone number of a substitute available to be called in the event you must leave your home for any reason?	50-10(3)(e)			
Compliance Notes					

INSPECTION ITEMS	RULE #	C=Compliance NC=Noncompliance CDI=Compliance during inspection NA=Not Applicable						
		Pre-License			Compliance Required By:	Follow-up 1st		Compliance Required By:
		C	NC	NA		C	NC	
General Environment (Observe All)								
116. ♦ (Ask if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint anywhere on the premises? If yes, was the home or structure built before 1978? If yes, is there documentation of testing for lead paint, and correction if needed? (N/A if home built after 1978)	90/50-4(1)				CDI			CDI
117. Is the home ventilated by mechanical ventilation (a heating system), or windows that are open and have screens?	90/50-4(4)				CDI			CDI
118. LICENSED ONLY. Is the indoor temperature between 65 and 82 degrees Fahrenheit?	90-4(5)				CDI			CDI
119. Is there adequate light for the safety of children and the type of activity?	90-4(6); 50-4(5)				CDI			CDI
120. Does the home appear clean and sanitary, except for normal daily messes?	90/50-5(1)				CDI			CDI
121. Is there evidence of insects, rodents, or other vermin in the home or the outdoor play area? Outdoor examples: beehives, wasps, yellow jacket or hornet nests, and red ant hills.	90/50-5(2)				CDI			CDI
122. Are the home, ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, toys, and equipment in good repair? <u>Hazards under this rule include:</u> <ul style="list-style-type: none"> exposed accessible electrical wiring accessible fiberglass insulation wooden equipment and furnishings that have splinters and are used by children cracks in equipment that could pinch a child's skin torn draperies or broken blinds in which a child could become entangled leaking plumbing other than a leaking faucet heat vents that are accessible to children and are missing covers 	90/50-5(3), 90/50-12(1)				CDI			CDI
123. LICENSED ONLY. Are there first aid supplies in the home including at least antiseptic, Band-Aids, and tweezers?	90-10(3)				CDI			CDI
Safety Hazards – (Observe all.) Are the following items accessible to children indoors and outdoors, including on garage and outbuilding shelves 36" or lower, if those buildings are accessible to children?								
124. ♦ (Observe and ask.) Do you have any firearms or other weapons on your property? If yes: Are firearms loaded? Is ammunition kept separate from the firearm(s)? Please show me where all firearms are kept. <i>(Firearms include guns, muzzle loaders, rifles, shotguns, hand guns, pistols, and automatic weapons.)</i> Firearms must be locked with a key or combination lock, and kept separate from ammunition. <i>(Weapons include items such as BB guns, Airsoft guns, paintball guns, swords, sling shots, bows and arrows, hunting knives, and nun chucks.)</i> Weapons must be inaccessible.	90/50-12(4)(a)				CDI			CDI
Compliance Notes								

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		Pre-License			Compliance Required By:	Follow-up 1st		Compliance Required By:
		C	NC	NA		C	NC	
125. Is the home free of tripping hazards (unsecured flooring or cords in walkways)?	90/50-12(2)				CDI			CDI
126. Are the home and outdoor play areas free of unstable heavy equipment a child could pull down on him or her?	90/50-12(3)				CDI			CDI
127. Tobacco, open containers of alcohol, illegal substances, and sexually explicit material?	90/50-12(4)(b)				CDI			CDI
128. ♦ (Observe and ask.) Do you have any portable space heaters, fireplaces, or wood burning stoves that are accessible to children and will be used when children are in care?	90/50-12(4)(c)				CDI			CDI
129. Toxic or hazardous chemicals? (<i>Ammonia; antifreeze; bleach; corroded batteries; drain cleaner; energy shots; fertilizer with weed killer; fish bowl/tank cleaners; fluorescent light tubes; gasoline; gun powder; gun solvent; household cleaners; hydrocarbons; Insecticides; insect repellent; iodine; jewelry cleaner; kerosene; lighter fluid; linseed oil; liquid correction fluids, such as White Out; model glue; motor oil; nail glue; nail polish remover; paint thinner; pesticides; rubber cement; rubbing alcohol; silicone spray; solvents containing acetone; spray paint; super glue; tiki torch fuel; tile grout sealer; turpentine; vinyl adhesive remover; WD-40; water sealant; weed killer; windshield wiper fluid</i>)	90/50-12(4)(d)				CDI			CDI
130. Poisonous plants? Poisonous plants include: poison ivy or oak, stinging nettle, oleander, castor beans, jimson weed, mushrooms, and toadstools.	90/50-12(4)(e)				CDI			CDI
131. Matches or cigarette lighters?	90/50-12(4)(f)				CDI			CDI
132. Open flames?	90/50-12(4)(g)				CDI			CDI
133. Sharp objects, edges, corners, or points which could cut or puncture skin? (<i>Adult scissors; antlers with sharp edges; box cutters; broken glass; broken toys with sharp edges; cactus; dog clippers; fish hooks; hypodermic needles; lancets; paper cutter blades; razors; running fans if children's fingers could fit through the guard; sewing needles; sharp ends of nails or screws protruding from an object; sharp knives; syringes; tacks or pins on the floor; tools-such as saws and axes.</i>)	90/50-12(4)(h)				CDI			CDI
134. For age 4 and under, window blind or drapery cords and pacifier cords longer than 12" accessible to children in care?	90/50-12(4)(i)				CDI			CDI
135. For age 4 and under, loose plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?	90/50-12(4)(j)				CDI			CDI
Compliance Notes								

INSPECTION ITEMS	RULE #	C=Compliance NC=Noncompliance CDI=Compliance during inspection NA=Not Applicable						
		Pre-License			Compliance Required By:	Follow-up 1st		Compliance Required By:
		C	NC	NA		C	NC	
136. If children under age 3 in care, choking hazards (objects less than 1-1/4" X 2-1/4") on the floor, or anywhere within 36" up from the floor?	90/50-12(4)(k)				CDI			CDI
137. Are toxic and hazardous chemicals stored in a labeled container?	90/50-12(5)				CDI			CDI
138. For children age 4 and under, are accessible unused outlets and surge protectors covered, including outlets in accessible outdoor areas, bathroom counters, furniture a child sleeps on, garages and outbuildings?	90/50-12(6)				CDI			CDI
139. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? Are any of these items visibly dirty?	90-16(9); 50-16(8)				CDI			CDI
Bathrooms								
140. Is there a working toilet and hand washing sink accessible to non-diapered children?	90/50-4(2)				CDI			CDI
141. Are there provisions for school age children to have privacy when using the bathroom (door, curtain, etc.)?	90/50-4(3)				CDI			CDI
142. Is hot water accessible to children at or below 120 degrees?	90/50-12(7)				CDI			CDI
143. Is soap available for children to wash their hands?	90/50-16(2) (a)-(d)				CDI			CDI
144. LICENSED ONLY. Are only single use towels or individually labeled cloth towels used by children to dry hands after hand washing?	90-16(4)				CDI			CDI
145. Is toilet paper accessible to children, and kept on a dispenser?	90-16(5); 50-16(4)				CDI			CDI
Napping								
146. LICENSED ONLY. Where will children rest or sleep?	90-18(1)				CDI			CDI
147. LICENSED ONLY. Is sleeping equipment in good repair?	90-18(3)(a)				CDI			CDI
148. Will infants in care sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Will you ensure that infants are not placed to sleep on mats or cots, or in bouncers, swings, car seats, etc.? (N/A if applicant won't have infants.)	90/50-24(10)				CDI			CDI
Compliance Notes								

INSPECTION ITEMS	RULE #	C=Compliance NC=Noncompliance CDI=Compliance during inspection NA=Not Applicable						
		Pre-License			Compliance Required By:	Follow-up 1st		Compliance Required By:
		C	NC	NA		C	NC	
Cribs (N/A if there are no cribs or only porta-cribs)								
149. Do all cribs meet federal law as outlined in 16 C.F.R. parts 1219 & 1220?	90/50-8(2)				CDI			CDI
150. Do all cribs that will be used by children in care have tight fitting mattresses?	90/50-24(11)(a)				CDI			CDI
151. Do all cribs that will be used by children in care have slats spaced no more than 2-3/8 inches apart?	90/50-24(11)(b)				CDI			CDI
152. Do all cribs that will be used by children in care have at least 20 inches from the top of mattress to top of the crib rail, or at least 12 inches if the child who will be using the crib cannot sit up without assistance?	90/50-24(11)(c)				CDI			CDI
153. Do any cribs that will be used by children in care have strings, cords, ropes, or other entanglement hazards strung across crib rails?	90/50-24(11)(d)				CDI			CDI
Animals (N/A if no animals are ever allowed on the premises.)								
154. ♦ (Observe and ask.) Are all animals accessible to children in care clean and free of obvious disease or health problems that could adversely affect children?	90/50-22(2)(a)				CDI			CDI
155. ♦ (Observe and ask.) Has any animal on the premises ever bitten anyone, or displayed any other dangerous or aggressive behavior?	90/50-22(3)				CDI			CDI
156. ♦ (Observe and ask.) Are animals and animal equipment ever in food preparation or eating areas during food preparation or eating times?	90/50-22(5)				CDI			CDI
Infant and Toddler Care (N/A if applicant won't care for infant or toddlers)								
157. ♦ (Observe and ask.) Are there any infant walkers with wheels being used or accessible to any child in care?	90/50-24(14)				CDI			CDI
158. ♦ (Observe and ask.) Will infants and toddlers have access to objects made of Styrofoam?	90/50-24(15)				CDI			CDI
159. Will there be safe toys accessible to infants and toddlers to stimulate their healthy development, and are there enough toys for each infant and toddler to be engaged in play?	90/50-24(20)				CDI			CDI
Compliance Notes								

INSPECTION ITEMS	RULE #	C=Compliance NC=Noncompliance CDI=Compliance during inspection NA=Not Applicable						
		Pre-License			Compliance Required By:	Follow-up 1st		Compliance Required By:
		C	NC	NA		C	NC	
General Outdoor Environment								
♦ (Ask.) Is there an outdoor play area and is it safely accessible to children?		YES	NO	N/A				
160. If required by rule, is there a 4' fence, wall, or solid natural barrier at least 4' high? A fence is required if there are any of the following:								
<ul style="list-style-type: none"> Livestock on the property, or within 50 yards of the licensee or certificate holder's property line. A water hazard (swimming pool, pond, ditch, lake, reservoir, river, stream, creek, watering trough, etc.) on the property, or within 100 yards of the licensee or certificate holder's property line. Dangerous machinery (such as farm equipment) on the property, or within 50 yards of the licensee or certificate holder's property line. A drop-off of more than 5 feet on the property, or within 50 yards of the licensee or certificate holder's property line. Barbed wire within 30 feet of the children's play area. The facility is located on a street with more than two lanes of traffic, or within half a mile of a street with more than two lanes of traffic. The facility is located on a street with a speed limit higher than 25 miles/hour, or within half a mile from a street with a speed limit higher than 25 miles/hour. 	90/50-6(3) 90/50-6(4)				CDI			CDI
161. Are there any gaps in the fence or barrier, or between the fence and the ground, greater than 5" by 5"?	90/50-6(7)				CDI			CDI
162. ♦ (Ask.) How will you ensure the outdoor area is free of animal excrement (except isolated bird droppings) when in use by children?	90/50-6(6)				CDI			CDI
163. ♦ (Ask if not observed.) Does the outdoor play area have a shaded area to protect children from excessive sun and heat?	90/50-6(8)				CDI			CDI
164. ♦ (Ask if not observed.) Will drinking water be available to children playing outside whenever the outside temperature is 75 degrees or higher?	90/50-6(9)				CDI			CDI
Compliance Notes								

INSPECTION ITEMS	RULE #	C=Compliance NC=Noncompliance CDI=Compliance during inspection NA=Not Applicable														
		Pre-License			Compliance Required By:	Follow-up 1st		Compliance Required By:								
		C	NC	NA		C	NC									
Outdoor Safety Hazards (Observe all)																
Is the outdoor play area and equipment free of harmful objects, or standing water? Standing water does not include temporary puddles due to rainfall or sprinklers.																
165. Harmful objects include: <ul style="list-style-type: none"> • Raised decks or balconies 5' or higher or open basement stairwells, without a 36" protective barrier that has no gaps > 5 inches. • Unanchored heavy equipment a child could climb on and/or pull over on themselves, including an unanchored swing set. • Rotting garbage not in a container with a lid. • Asbestos or accessible fiberglass insulation. • Empty refrigerators or freezers a child could accidentally get shut inside of. • Welding torches. • Motor vehicles up on blocks, and car batteries. • Fence post stirrups. • Exposed live electrical wire. • Dead animals. • Filled milk or slop buckets. • Unattended running vehicles /farm equipment. • Standing ladders. • Unstably stacked wood piles or bales of hay or straw. • Rebar / metal rods less than 48" sticking up from the ground or a wall. • Any rope, cord, wire or chain that is hanging from a piece of playground equipment. • Standing water greater than 2". 	90/50-6(5) 90/50-6(13)															
166. ♦ (Ask) What will happen in bad weather? Will entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards?	90/50-5(4)															
167. Is the outdoor play equipment maintained to protect children's safety? For example: no equipment in danger of failing due to missing, broken, or worn out components, insecure or missing hardware, or rusted metal; no splintery wood; equipment is stable; cushioning is free of animal excrement.	90-6(16); 50-6(15)															
Outdoor Play Equipment (N/A if there is no outdoor play equipment)																
168. Is outdoor stationary play equipment that will be used by any child in care located over a hard surface such as cement, asphalt, or packed dirt?	90/50-6(10)															
169. LICENSED ONLY. Does outdoor stationary play equipment that will be used by any child in care have a 3' use zone that is not a hard surface such as cement, asphalt, frozen wood chips, or packed dirt?	90-6(10)															
Compliance Notes																

INSPECTION ITEMS	RULE #	C=Compliance NC=Noncompliance CDI=Compliance during inspection NA=Not Applicable						
		Pre-License			Compliance Required By:	Follow-up 1st		Compliance Required By:
		C	NC	NA		C	NC	
170. ♦ (Ask.) How will you ensure that any child in care is using the outdoor play equipment safely and in the manner intended by the manufacturer? Unsafe use includes activities such as: walking or climbing up a slide, going down a slide head first, walking across the top of a swing set, climbing up the outside of covered slides, playing on the roof of a composite structure, twisting swings and swinging while standing.	90/50-6(11)				CDI			CDI
(Observe.) Do any of the following hazards exist on, within the use zone of, or adjacent to the use zone of any piece of stationary outdoor play equipment?								
171. Entrapment hazards anywhere a child's feet cannot touch the ground? (Infants/toddler > 23 1/4", preschoolers > 25 1/4", school age > 33"	90/50-6(12)				CDI			CDI
172. Strangulation hazards? This includes hanging ropes, cords, twine, wires, or chains longer than 12" that can make a loop 5" in diameter, except if they have swings attached at the bottom of them. This does not include strangulation hazards (except ropes, cords, or chains) on the bottom surface of platforms over 48" high.	90/50-6(13)				CDI			CDI
173. Crush, shearing, or sharp edge hazards?	90/50-6(14)				CDI			CDI
174. LICENSED ONLY. (Observe.) Tripping hazards?	90-6(15)				CDI			CDI
Is there a swimming pool on the premises that is not emptied after each use?		YES		NO		N/A		
175. ♦ (Observe and ask.) Is the pool enclosed in a fence or other solid barrier at least 4' high, kept locked with a key or combination lock whenever pool is not in use, or else covered by a properly working ASTM approved safety cover?	90/50-12(10)(c)(ii)				CDI			CDI
176. Does the pool appear to be maintained in a safe manner?	90/50-12(10)(d)				CDI			CDI
177. ♦ (Ask.) If the pool is over 6' deep and is in use, is there a Red Cross or equivalent certified lifeguard on duty?	90/50-12(10)(f)				CDI			CDI
Hot Tubs (N/A if there are no hot tubs on the premises.)								
178. ♦ (Observe and ask.) If there is a hot tub on the premises that is accessible to children and has water in it, is it either surrounded by a four foot fence, or equipped with a properly working locking cover that is locked?	90/50-12(11)(a)-(b)				CDI			CDI
Trampolines – Is there a trampoline indoors or outdoors accessible to children in care?		YES		NO		N/A		
179. ♦ (Ask.) Will a provider always at the trampoline supervising its use whenever any child in care is on the trampoline?	90/50-12(12)(a)				CDI			CDI
180. ♦ (Ask.) Will only one person at a time use the trampoline?	90/50-12(12)(b)				CDI			CDI
Compliance Notes								

INSPECTION ITEMS	RULE #	C=Compliance NC=Noncompliance CDI=Compliance during inspection NA=Not Applicable						
		Pre-License			Compliance Required By:	Follow-up 1st		Compliance Required By:
		C	NC	NA		C	NC	
181. ♦ (Ask.) Will children in care be allowed to do flips or somersaults on the trampoline?	90/50-12(12)(c)							
					CDI			CDI
182. Does the trampoline have shock absorbing pads that completely cover its springs, hooks, and frame?	90/50-12(12)(d)							
					CDI			CDI
183. Is the trampoline placed at least 6 feet (or 3 feet if there is a safety net properly installed) away from any structure?	90/50-12(12)(e)							
					CDI			CDI
184. Are there any ladders near the trampoline that children could use to access the trampoline?	90/50-12(12)(f)							
					CDI			CDI
185. ♦ (Ask.) Will children be allowed to play under an above ground trampoline when it is in use?	90/50-12(12)(g)							
					CDI			CDI
186. ♦ (Observe and ask.) Is the trampoline placed over 6" of protective cushioning, in a 6' use zone or a 3' use zone if there is a net properly installed? If less than 6" of protective cushioning, is it ASTM 1292?	90/50-12(12)(i)							
					CDI			CDI
Transportation. (N/A if children will not be transported.) Does every vehicle used for transporting children meet the following:								
187. Is the vehicle enclosed (has a roof)?	90/50-21(1)(a)							
					CDI			CDI
188. ♦ (Observe and ask.) Is the vehicle equipped with individual, size appropriate seat belts or car seats, properly installed and in working order, for each child who is transported?	90/50-21(1)(b)							
					CDI			CDI
189. Does the vehicle have a current vehicle registration and safety inspection? (Check the registration sticker on the license plate.) Is the vehicle maintained in a safe condition (No broken windows, no sharp edges or points where children sit.)?	90/50-21(1)(c)							
					CDI			CDI
Personnel Records								
190. (Review.) Does the applicant have documentation of a current valid Utah Driver's license for adults who will transport children in care? (N/A if applicant will not transport children.)	90-21(3)(a); 50-21(2)(a)							
					CDI			CDI
191. (Review.) If using a pool over 6' deep, does the applicant have documentation of Red Cross lifeguard certification? (N/A if there is no pool over 6' deep on premises.)	90/50-12(10)(f)							
					CDI			CDI
Compliance Notes								

RECORD REVIEW		RULE #	C	NC	NA
192. (Review.) Does the applicant have a form to document orientation training that includes at least the following information: <ul style="list-style-type: none">• LICENSED ONLY. Specific job responsibilities• LICENSED ONLY. Written policies and procedures• Emergency and disaster plan• Current licensing/RC rules found in Sections 11 through 24• LICENSED ONLY. Introduction and orientation to children in care• Review of information in the health assessment for each child in care• Procedure for releasing children to authorized individuals only• Proper clean-up of body fluids• Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation• Obtaining assistance in emergencies <u>If there will be infants or toddlers in care:</u> <ul style="list-style-type: none">• Preventing shaken baby syndrome and coping with crying babies• Preventing sudden infant death syndrome		90-7(8); 50-7(5)			
193. (Review.) Does the applicant have a form to document annual training for them and does that form contain a place to record the name of the training organization, the date, the training topic, and the total hours or minutes of the training? This includes second or assistant caregivers who are included in ratios regardless of the number of hours worked. Does the form also contain a place to record training in the following topics: <ul style="list-style-type: none">• A review of all current child care licensing/RC rules found in Sections 11 through 24• LICENSED ONLY. A review of written policies and procedures and emergency and disaster plan, including any updates• Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation• Principles of child growth and development, including development of the brain• Positive guidance <u>If there will be infants and toddlers in care:</u> <ul style="list-style-type: none">• Preventing shaken baby syndrome and coping with crying babies• Preventing sudden infant death syndrome		90-7(9); 50-7(6)			
Children’s Records					
194. ♦ (Ask.) Will the applicant have current immunization records or documentation of a legally valid exemption for each enrolled child?		90/50-9(2)(b)			
195. ♦ (Ask.) Will the applicant have current immunization records or documentation of a legally valid exemption for each enrolled child?		90/50-9(2)(b)			
196. (Review.) Will the applicant’s child’s admission form contain a place to record the following information? <ul style="list-style-type: none">• Child’s name; child’s date of birth; date of enrollment• Parent’s name, address, and phone number• Names of people authorized to pick up the child• Name, address, and phone number of an emergency contact person• Child health information (including allergies, food sensitivities (for Licensed Only), acute and chronic medical conditions, instructions for special or non-routine daily health care, current medications, and any other special health instructions for the provider)• Current and signed emergency medical treatment and transportation releases		90/50-9(2)(a) and 90/50-14(7)			
197. ♦ (Ask.) Will the applicant ensure that parents review, update, and sign or initial the child’s health information at least annually?		90/50-14(9)			
Compliance Notes					

RECORD REVIEW		RULE #	C	NC	NA
	198. (Review.) If offering transportation services, does the applicant have a form or a place on a form for parental permission? (N/A if applicant will not transport children.)	90/50-9(2)(c)			
	199. (Review.) If allowing use of a trampoline, does the applicant have the Department approved permission form? (N/A if there is no trampoline on the premises.)	90/50-12(12)(h)			
	200. (Review.) If allowing children to participate in supervised out-of-home activities, does the applicant have a form or a place on a form to obtain parental permission for those activities? (N/A if applicant will not allow children to participate in supervised out-of-home activities.)	90/50-11(3)			
	201. LICENSED ONLY. (Review.) Does the applicant have a form to document serious incident, accident, and injury reports?	90-9(2)(e), 90-14(5)			
	202. ♦ (Ask.) LICENCED ONLY. Will the applicant keep a six week record of serious incident, accident, and injury reports?	90-9(2)(e), 90-14(5)			
Medication Permission/Administration Form (N/A if medications will not be administered to children in care.)					
	203. (Review.) Will the applicant's medication permission form contain a place to record the following information? <ul style="list-style-type: none"> Instructions to be completed by the parent The name of the child The name of the medication The disease or condition being treated Written instructions for administration including the dosage, method of administration, times and dates to be administered The parent's signature and the date signed 	90-17(4)(a)-(d) 50-17(3)(a)-(d)			
	204. (Review.) Does the applicant's medication administration form contain a place to record the following information? <ul style="list-style-type: none"> The date, time, and dosage of the medication given The signature or initials of the person who administered the medication Any errors in the administration or adverse reactions 	90-17(6)(f) 50-17(5)(f)			
	205. ♦ (Ask.) Will the applicant keep on-site at least a six week record of medication permission forms and a six week record of medications actually administered?	90/50-9(2)			
General Records					
	206. LICENSED ONLY. (Review.) Does the fire drill log have a place to record the following information: <ul style="list-style-type: none"> The date and time of the drill The number of children participating The name of the person supervising the drill The total time to complete the evacuation Any problems encountered 	90-10(9)(a)-(d)			
	207. LICENSED ONLY. (Review.) Does the disaster drill log have a place to record the following information: <ul style="list-style-type: none"> The type of disaster The date and time of the drill The number of children participating The total time to complete the evacuation Any problems encountered 	90-10(11)(a)-(e)			
	208. (Review.) Does the applicant have current animal vaccination records? (N/A if there are no animals on the premises.)	90/50-9(1)(b) 90-22(2)(b) 50-22(1)(a)			
	209. (Review.) Does the applicant have forms to document children's attendance and will they keep them for at least 6 weeks?	90/50-13(3)			
Compliance Notes					

MAXIMUM CAPACITIES

Applicant's Name:			
Number of Applicant's own Children Ages 4 through 12:			

Indoor Maximum Capacity

To determine the maximum capacity, first calculate the square footage of all rooms/areas of the home that the applicant identifies as those that will be used for child care. To do this:

- ◆ First divide each room and/or area into squares and/or rectangles sections.
- ◆ Then measure the length and width of each square and/or rectangle.
- ◆ When taking these measurements use a tape measure and stretch it across the floor.

Use the following conversions when recording measurements:

1 inch equals .083 feet	5 inches equal .416 feet	9 inches equal .750 feet
2 inches equal .166 feet	6 inches equal .500 feet	10 inches equal .833 feet
3 inches equal .250 feet	7 inches equal .583 feet	11 inches equal .916 feet
4 inches equal .333 feet	8 inches equal .666 feet	

- ◆ Then, for each square and/or rectangle section, multiply the length by the width and add those numbers together. This is the square footage for that room/area.
- ◆ Add together the square footage of each room or area and divide by 35. (Carry each calculation out to three decimal points.) Do not round up to the next number.

You only need to measure until you determine there is enough square footage for the requested capacity plus the number of household members ages 4 through 12. If the calculated capacity of the rooms/areas designated for child care is less than the capacity requested by the applicant plus the number of household members ages 4 through 12, calculate the capacity of rooms/areas not designated for child care but used by the applicant's related children under age four and add those capacities to the capacities of the areas/ rooms designated for child care. If there is enough square footage for the requested capacity plus the number of household members ages 4 through 12, there is enough square footage for the requested capacity. The requested capacity is the maximum capacity of the license/certificate. If there is not enough square footage for the requested capacity plus the number of household members ages 4 through 12, reduce the requested capacity accordingly. The reduced number is the maximum capacity of the license/certificate.

ROOM / AREA	MEASUREMENTS		SQUARE FOOTAGE TOTALS
	LENGTH	WIDTH	
TOTAL INDOOR SQUARE FOOTAGE:			Indoor Maximum CAPACITY:

Outdoor Maximum Capacity

Use the same procedure for the indoor capacity, but divide by 40 instead of 35. You only need to measure until you determine there is enough square footage for the requested capacity.

OUTDOOR AREA	MEASUREMENTS		SQUARE FOOTAGE TOTALS
	LENGTH	WIDTH	
Outdoor Play Area			
			OUTDOOR MAXIMUM CAPACITY:
	This is less than the indoor maximum capacity		